

OFFICE OF TRAINING UPWARD MOBILITY PROGRAM (TRUMP)

PERSONNEL

OTR INSTRUCTION TRI 20-18
23 November 1976

1. Objective

The Office of Training hereby establishes a formal Upward Mobility Program called TRUMP to provide nonprofessional OTR employees with an opportunity to obtain the experience and training needed to qualify for professional or technical careers. It is specifically designed for OTR employees who:

- a. have achieved career status with CIA (one year of acceptable service);
- b. are in lower-level positions (grade GS-03 or below) which provide limited opportunity for advancement; and
- c. have the potential and motivation for advancement, but lack the training, proven skills, or experience to qualify for professional or technical positions.

2. Positions

In January of each year, the TRUMP Panel will meet with OTR unit chiefs to identify positions in OTR which can be filled by participants in the TRUMP program during the 12 months starting on 1 July. The Panel will review the positions offered to ensure that they provide genuine career opportunities.

3. Registration

Each January, TRUMP will also issue an OTR Employee Bulletin announcing open registration for participation in the TRUMP program for the next calendar year. To apply for registration in the TRUMP program, an applicant must:

- a. complete the TRUMP registration form attached to the OTR Employee Bulletin and forward it to the designated TRUMP officer, and
- b. arrange through the OTR Personnel Branch to take the Professional Employee Test Battery (PETB) which will assist in evaluating the applicant's potential.

ADMINISTRATIVE - INTERNAL USE ONLY

Employees applying for this program should, of course, first discuss the matter with their supervisor. Supervisors will review and verify the information on the applicant's TRUMP registration form and provide endorsement to the TRUMP Panel. Should an applicant not agree with the supervisor's evaluation of his or her potential for successful participation in the program, the applicant may attach comments and forward them to the TRUMP officer.

TRUMP vacancy announcements will be issued on a semi-annual basis. Concurrent with announcements, the TRUMP officer will contact each registrant to determine the registrant's interest in the positions and to notify each of them of the TRUMP orientation briefing. At the orientation briefing, the Panel and sponsoring supervisors will discuss the positions being offered with the TRUMP registrant. At the conclusion of the orientation briefing, registrants will be polled by the Panel as to their job interests. The Panel will provide the names of those interested in a particular TRUMP position to the supervisor who will interview those applying for that position.

4. Selection

Selection is based on an individual's interest, ability, and desire for special opportunity and training. The names of persons selected for each position will be reviewed by the Panel and approved by the Director of Training. The Panel will notify each applicant of the results, and the names of those selected will be forwarded to the OTR Personnel Branch to arrange reassignment.

5. Administration

Within 30 days after a trainee is assigned to a TRUMP position, his new supervisor will, in consultation with the employee, prepare a tailored training plan. This plan will specify training to be taken by the trainee during the training period which ordinarily will be for one year, but which may be modified on an individual basis at the end of nine months. The training plan will be reviewed by the TRUMP Panel which will keep abreast of the training approaches and techniques used throughout the program. In addition, each trainee's supervisor will prepare a written quarterly progress report for use in assessing the trainee's progress and in evaluating the trainee's capability for successful completion of the program. The supervisor will discuss the

quarterly report with the trainee, obtain the trainee's signature, and forward the report to the Chairman of the TRUMP Panel. The Panel will meet every three months with the trainee and his supervisor to discuss topics of mutual concern. Upon successful completion of the approved training program, the TRUMP trainee will be assigned to his or her new position.

6. Promotion Eligibility

The OTR Career Panel will consider TRUMP trainees for promotion during the training period, applying the same criteria used to evaluate other OTR employees under the jurisdiction of the Panel, i.e., job performance and competitive evaluation. Supervisors will evaluate the trainee's overall performance and potential and submit promotion recommendations through normal administrative channels.


7. Withdrawal From Program

A TRUMP trainee may withdraw from the program at any time during the training period. A trainee may also be reassigned if there is sufficient cause to terminate the training program.

8. Program Direction

TRUMP will be directed by a special OTR panel whose membership will be announced by separate notice.

STATINTL


Harry E. Fitzwater
Director of Training

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